



Locking Parish Council

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The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

Minutes of Finance and Human Resources Committee Meeting held on 21 May 2026 at Locking Parish Hall at 8.00pm

Present: Cllr W Ashdown, Cllr T Poynton, Cllr P Schofield, Cllr P Jones, Cllr J Smith, Cllr W Bearsby,

Also present: Clerk, Clerk's Assistant and one member of the public

Meeting opened at: 20:00

Meeting closed at: 20:13

The Vice chair, Cllr Bearsby, chaired the meeting in the absence of the Chair.

- FHR 42) **To receive and hear any person who wishes to address the Council** – None received
- FHR 43) **To elect a chair**
Council unanimously agreed to elect Cllr Prosser as Chair.
- FHR 44) **To elect a vice chair**
Council unanimously agreed to elect Cllr Bearsby as Vice chair.
- FHR 45) **To receive apologies for absence and to approve reasons where appropriate**
Cllr C Prosser – APPROVED
Cllr K Shepherd - APPROVED
- FHR 46) **To receive declarations of interest by councillors and to consider any written applications for dispensations** – None received
- FHR 47) **Minutes:**
To receive and confirm the minutes of the Finance & Human Resources Committee meeting held on 19 March 2026.
Council RESOLVED to approve the minutes as a true and correct record of the meeting. Signed by Cllr Bearsby.
- FHR 48) **Internal Financial Control Q4**
Cllr Bearsby reported that he had completed a review of internal financial controls for Quarter 4 and confirmed that everything was in good order. Members thanked him for his work.
- FHR 49) **To appoint a member(s) to carry out the quarterly spot checks of financial controls for 2026-27**
Cllr Bearsby was appointed to carry out the quarterly spot checks of financial controls for 2026–27.
- FHR 50) **To confirm members for the Staff Working Group and set dates for performance management reviews of the Clerk and Clerk's Assistant**
RESOLVED: That Cllr Jones, Cllr Schofield and Pete Lacey be appointed to conduct the Clerk's probationary review in September.
RESOLVED: That the Clerk undertake the Clerk's Assistant's probationary review in August, with dates to be confirmed.
- FHR 51) **Items for next agenda**

- a. Review of how expenditure against budgets is monitored.

There being no further business, the chair closed the meeting at 20:13

Signed (Chair)  Date: 2026/07/16

The next meeting of the Finance & Human Resources Committee will be held on 16 July 2026 at 8.00pm.